

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Associate Programmer/Analyst**

**Class Code: 10721**

---

### **A. Purpose:**

Writes, tests, and debugs computer code; works with mentor to gather and document requirements; works under direct supervision on minimally integrated systems and performs routine maintenance on existing systems to develop and utilize a working knowledge of programming and requirements gathering methods.

### **B. Distinguishing Feature:**

The Associate Programmer/Analyst learns specific platforms, operating systems, and languages in a mentoring environment; becomes familiar with agency business operations and procedures and with state standards and development methods, using this knowledge in all work assignments and assisting programming/analysis staff in solving business problems. The Programmer/Analyst provides assistance for on-going system support by maintaining established information systems and serving on development teams for new information systems.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Defines client requirements under a mentor in a learning environment.
  - a. Interacts with clients.
  - b. Learns methods to gather and record requirements.
2. Writes computer code and gathers requirements under direct supervision in a learning environment from oral and written specifications to provide solutions to business problems.
  - a. Writes, tests and debugs computer code.
  - b. Develops and applies test data to perform unit testing.
  - c. Instructs clients on the use of new unit functionality.
  - d. Documents computer code.
  - e. Develops knowledge of current state standards.
3. Performs other work as assigned.

### **D. Reporting Relationships:**

Reports to a higher-level programmer/analyst, staff member or technical administrator. No subordinates report to the incumbent.

### **E. Challenges:**

Challenged to understand business processes and systems, communicate with clients in non-technical terms and establish a rapport, develop test data, and learn interviewing and requirement gathering techniques.

Typical problems include determining the most efficient and effective way to code and correct errors.

**F. Decision-making Authority:**

Decision-making at this level is limited to basic principles of information technology.

Decisions referred include what assignments to work on, priority of work requests, program specifications, program requirements, and the amount and type of contact with clients.

**G. Contact with Others:**

Occasional contact with clients to clarify specifications, ask questions and verify test results. Frequent contact with mentor and other IT staff to discuss programming problems and solutions.

**H. Working Conditions:**

Typical office environment, subject to on-call or after-hours work to resolve system problems.

**I. Knowledge, Skills, and Abilities:**

Knowledge of:

- principles, theories and concepts of computer science.

Ability to:

- reason logically;
- ability to communicate information concisely and accurately;
- ability to establish and maintain effective working relationships;
- follow specifications;
- solve simple problems independently.